



MINUTES FROM THE JULY 12, 2018 REGULAR BOARD MEETING

**Supervisors**

*Chair*

*District 2*

Kevin Kokesch

*Vice Chair*

*District 3*

Terrylea Ness

*Treasurer*

*District 5*

Jim Hebrink

*District 4*

Kathryn Kelly

**Staff**

*District Administrator*

Holly Hatlewick

*Farm Bill Technician*

Karen Wermers

*WCA/Water Plan*

*Coordinator*

Cody Dale

*Buffer Specialist*

Michael Sandager

*Administrative Assistant*

Melissa Edmondson

Board Members Present: Jim Hebrink, Mark Koenig, Kevin Kokesch, Terrylea Ness

Staff Present: Holly Hatlewick, Melissa Edmondson

Others Present: John Stahl

1. The meeting was called to order by Chairman Kokesch at 7:30 A.M.
2. Citizen Comment Period (2 minutes per person): Dispensed, no citizens present.
3. Consent Agenda/Meeting Minutes/Bills: Approved the minutes from June 14, 2018 regular meeting and bills to pay. (Koenig, Hebrink) MSC
4. Treasurer's Report for June 2018: Approved June 2018 treasury report (Hebrink, Koenig) MSC
5. Fleet Service: Motion to join Enterprise Fleet Management. (Hebrink, Koenig) MSC
6. Staff JAA: December 31, 2018 Deadline for staff to follow through with the Conservation Planning and JAA training. discussed putting a training timeline in the Job description at a later date.
7. Personnel Committee:
  - a. Employee Reviews: Motion to amend June 2018 Personnel Salary Adjustment Motion. Amend to, all SWCD staff will receive a 2% salary adjustment based on cost of living. Hatlewick and Wermers will receive an additional 1% based on annual performance review. (Ness, Hebrink) MSC
  - b. Office Coverage: Directive of the Board is that they would like to have 2 people staff the office at all times, even over the noon period. The Board's expectation of Hatlewick is that she oversees the day to day duties of the office (Administrative and Management Duties) and has the support of the Board and authority to make daily management decision and direct staff accordingly
  - c. SWCD Insurance: Switch SCWD Medical insurance to Minnesota Public Employees Insurance Program- Advantage Plan (Koenig, Hebrink) MSC
  - d. Staffing- Conservation Assistant: Motion by the Personnel Committee to hire Melissa Edmondson as a full time SWCD employee at her current hourly rate of \$18.00 per hour. Edmondson's official hire date will be July 24<sup>th</sup>, however the SWCD will count the time while employed by Employment Plus toward her 6 month

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- d. probationary period, which started April 17, 2018. The board will retain the right to extend Edmondson's probation period at a later date, if deemed necessary. (Koenig, Hebrink) MSC
8. Staff Grievance: Dispensed, no grievances.
9. SWCD Lease/Building/Office Space: Motion made to accept 3 year lease agreement; however, the Board wants a 120 day termination clause added to the lease agreement. (Hebrink, Koenig) MSC
10. Revised 2018 Budget: Motion made to accept the revised budget. (Ness, Koenig) MSC
11. DRAP Cost Share- Goblirsch: Motion that we pay Area II \$46,625.81 for the materials of the Goblirsch Project. (Ness, Koenig) MSC
12. Cover Crop Test Plots: Hatlewick Provided an update on the Cover Crop test plots the SWCD is working with SMSBC and U of MN. The Board supported these activities.
13. Staff Reports: The board would like JAA activity/updates in the staff reports.
14. Board Reports:
  - a. Koenig: Attended the Crow River Meeting, Technical Service Meeting, Area VI Meeting, and he is also working on awarding the scholarship winner an engraved pencil and pen case as a memento.
  - b. Stahl: The rain is causing delays- specifically County Road 4, Larry Zupke submitted his resignation.
  - c. Hebrink: No report
  - d. Ness: Attended the Area VI Meeting, two personnel meetings, and the June Board Meeting.
  - e. Hatlewick: Attended the Area VI Meeting and Personnel Meetings. Future events: Soils & Suds Meeting July 16, Field Day date TBD, assisting at the Soil Health and Tillage Field Day July 17, Training July 30<sup>th</sup> on Communicating with Farmers, Regenerative Farming & Ranching meeting July 31-August 3<sup>rd</sup>. Due to the producer's non-response to Buffer waiver = the Renville SWCD will be mailing four letters regarding buffer compliance. Hatlewick has been and will continue to discuss IT services with the County. The Board also would like Hatlewick, to look more into different performance evaluation tool, specifically the counties.
  - f. Kokesch: Attended Personnel Meeting and Area VI Meeting
15. NRCS Report: Jeff was not present, dispensed
16. Other: Hatlewick will send out a Doodle for a Board work session. The SWCD Retreat is on July 19<sup>th</sup> from 10:00-3:00 at the Fagen World War II Museum. Staff and Supervisors will leave the SWCD Office at 9:00. Ness asked that Edmondson put the next Board Meeting date under the Dates to Remember on the Agenda.
17. Motion to adjourn the meeting at 9:10. (Hebrink, Koenig) MSC